BUSINESS ACCOUNTING

Small Business Accounting
Take the confusion out of debits, credits and other financial details that can make or break your business. Topics include, but are not limited to, cost behavior, cost-volume-profit relationships, budgeting, relevant cost, pricing decisions, payroll accounting and taxes. Class will also give an overview of accounting software programs. Plan to purchase a textbook. (30 meetings) (3 CEUs)

Aug 31-Dec 18*	M/W	4:30-5:50 pm	Cost/$84

*No class Sep 7 & Nov 11

Basic Bookkeeping
Learn the 1, 2, 3s of bookkeeping! Students will gain a basic understanding of reports such as balance statements and profit and loss (income) statements. The course will also cover reconciliations, assets, liabilities, cost of goods, expenses, journal entries and payroll issues. Be prepared to take notes. Linda Hight is a full-charge bookkeeper with more than 20 years of accounting and office experience. (2 meetings)

Oct 17-24	SAT	9 am-1 pm	
Dec 5-12	SAT	9 am-1 pm	Cost/$41